

U.S. DEPARTMENT OF COMMERCE
OFFICE OF INSPECTOR GENERAL
VACANCY ANNOUNCEMENT

Announcement No: DOCOIG-05-42

Opening Date: 06/20/2005

Closing Date: 07/11/2005

o Position Title: Attorney Advisor
o Series & Grade: GS-905-11
o Salary Range: \$45,239 - \$68,209
o Full Performance Level: GS-14
o Excepted Service Appointment

o Position Location: Office of Counsel
o Duty Location: Washington, D.C.

WHO MAY BE CONSIDERED: Open to all qualified persons

TRAVEL REQUIREMENTS: Infrequent within the continental United States

RELOCATION EXPENSES: Not authorized

REQUIREMENTS: You must be a United States citizen

DUTIES: Primary responsibilities of the position entail provision of legal advice and services in support of the mission of the Office of Inspector General (OIG) to promote economy and efficiency and prevent fraud, waste, abuse, and mismanagement in the Department of Commerce programs and operations. This includes providing legal counsel to the OIG staff on a wide range of issues involving areas of law such as civil, criminal, and administrative procedure, fraud, appropriations, procurement, grants, federal disclosure statutes, conflicts of interest, ethics, employee standards of conduct, equal employment opportunity, discipline, and other human resource matters in connection with audits, inspections, program evaluations, and investigations. Other responsibilities include analysis of legislative issues affecting the Department and the OIG, including review of proposed legislation, regulations, and departmental orders. Duties of the position also include acting as the OIG's liaison with the Department's Office of General Counsel, and as the agency's liaison with the Department of Justice in connection with civil and criminal matters arising out of OIG operations and activities.

QUALIFICATIONS REQUIRED:

To qualify for the GS-11 level, applicants must –

- possess a JD or LLB degree from an accredited law school;
- be a member in good standing of the bar of any state or the District of Columbia;

AND

- have superior academic achievement or work experience as demonstrated by one or more of the following: graduated from law school in top third of class, academic honors, significant participation in law review or moot court, significant law clerk experience, other equivalent evidence of clearly superior achievement, or a second professional law degree (LLM).

Bar membership is not required for initial appointment to a limited-term GS-11 position, which will be converted to a permanent position upon obtaining bar membership. Limited-term GS-11 appointees have 14 months to become a member of a state bar.

HOW YOU WILL BE EVALUATED:

You will be evaluated to determine if you meet the minimum qualifications required, and the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined below.

Knowledge, Skills, and Abilities (KSAs)

Applicants should possess a record of strong academic and professional achievement, as well as excellent research, analytical, and communication skills. Desirable experience includes familiarity with or expertise in one or more of the following substantive legal areas: federal administrative law, including appropriations law, procurement or grants law, and the Freedom of Information and Privacy Acts; criminal, civil, or administrative law, with an emphasis on fraud, white collar crime, and other areas within the jurisdiction of the Inspector General; or federal employment law, including actions before the Merit Systems Protection Board or the Equal Employment Opportunity Commission.

HOW TO APPLY:

Required Documents, if applicable. All applicants must provide the following information; failure to do so may result in not being considered for this position:

1. Cover letter
2. Resume, Application for Federal Employment (SF-171), or Optional Application for Federal Employment (OF-612)
3. Narrative statement addressing knowledge, skills and abilities (KSAs) of the position
4. Notification of Personnel Action (SF-50). Current and former federal employees must submit their most recent SF-50 documenting their competitive status with the Federal Government as proof of appointment eligibility.

5. Performance Appraisal. If you are a current or former federal employee with status, you must submit your most recent performance appraisal.
6. Law school transcript. Applicants must submit an official or unofficial copy of their law school transcript to verify education requirement.
7. Armed Forces of the United States Report of Transfer or Discharge (DD-214). If you are eligible for veterans preference, submit your DD-214.
8. If you are CTAP/ICTAP eligible and are applying for special selection priority, submit proof that you meet the requirements described in 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP (agency notice; most recent Performance Rating; most recent SF-50 noting current position, grade level, and duty location). To receive consideration for special priority selection, you must be well qualified (i.e., meet the three-point level described in the crediting plan for the position).

When and Where to Submit:

You may mail your application package to:

Office of Counsel
Office of Inspector General
U.S. Department of Commerce
Room 7892
1401 Constitution Avenue, NW
Washington, DC 20230

Please note that anthrax concerns have caused significant delays in US Post Office mail processing, which has resulted in the untimely receipt of applications. Therefore, we strongly recommend that you submit your application by (1) e-mail to oigatty@oig.doc.gov; (2) fax at (202) 501-7335; or (3) private delivery service, such as UPS, FedEx, etc.

Applicants apply at their own expense. Applications mailed in government postage-paid envelopes or faxed from government fax machines will not be accepted. Applications will not be returned to applicants.

In order to be considered for the position, applications must be received in the Office of Counsel by the closing date of the announcement.

Contact Information:

For additional information about this position or to seek information on the status of this vacancy, please contact Sophia Kil, Assistant Counsel to the Inspector General, at (202) 482-7886 or oigatty@oig.doc.gov.

BENEFITS AND OTHER INFORMATION:

Alternative work schedule options are available.

As a permanent Federal employee, you will be entitled to a wide array of attractive benefits. These include annual and sick leave, comprehensive life, health, and long-term care insurance, retirement benefits, 10 paid holidays each year, a Thrift Savings Plan, and transportation subsidy and telecommuting program. Visit <http://www.usajobs.opm.gov/E161.htm> to learn more about Federal employee benefits.

Flexible Spending Account (FSA) is an employee benefit program that allows you to set aside money, on a pre-tax basis for certain health and dependent care expenses. Visit <https://www.fsafeds.com/fsafeds/index.asp> to learn more about FSA.

Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.

Appointment to this position is contingent upon successful completion of a background investigation and ability to obtain and retain a secret security clearance.

Upon appointment, you will be required to file a confidential financial statement.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) AND CAREER TRANSITION ASSISTANCE PROGRAM (CTAP) APPLICANTS:

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP eligible will be considered well qualified if the basic qualification standards, selective factors and eligibility requirements for the position are met, including any medical qualifications, suitability, and minimum educational and experience requirements.

VETERANS PREFERENCE:

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990 and January 2, 1992.

EEO POLICY STATEMENT:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

REASONABLE ACCOMMODATION POLICY STATEMENT:

Federal agencies must provide reasonable accommodations to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**ALL APPLICATIONS AND REQUIRED DOCUMENTS
MUST BE RECEIVED IN THE
OFFICE OF COUNSEL
BY THE CLOSING DATE
SPECIFIED ON THIS ANNOUNCEMENT**